JIS Software Training

Fall – Winter Release 2003

Release Details

- Software CD update mailed/applied week of:

November 3	Online Courts
November 17	Pilot Courts
December 15	Distributed Courts

- Run/load time: Less than 1 hour (does not include required backup)

System Wide Changes

System Security

- All categories now in alphabetical order
- Expanded to 7 pages
- Two new Traffic/Criminal forms added:
  - Probation Violation Order
    - Same security as Order of Probation
  - Order on Application to Set Aside Conviction
    - Same security as Judgment of Sentence

System – Caseload for Multi-Locations

- A grid combining caseload numbers will be produced after files are merged

- Not included in merged grid:
  - Beginning Pending (unless 1st quarter is included)
  - Totals by case type

- The title of the report is "Merged District Court Caseload"

- There is no change to caseload procedure

System – Caseload for Multi-Locations

```
RUN DATE: 10/23/03           99-2 DISTRICT COURT              PAGE
    FOR: JUL-SEP 2003        27777 FRANKLIN ROAD-SUITE 1300
        QUARTER 3            SUNNY SPRINGS      MI  48034
                          MERGED DISTRICT COURT CASELOAD
PART 1: NEW FILINGS AND REOPENED CASES
SECTION_A:_CRIMINAL_____

LN| CASE TYPE | EX  |  FY  |  OM  |  SM  |TOTALS|

    BEGINNING
_1 |_PENDING___|_____|_____|_____|_____|_____|
    NEW
_2 |_FILINGS___|___2_|___9_|___7_|__15_|__33_|

_3 |_REOPENED__|___1_|_____|___1_|_____|___2_|
```

System – Caseload

- The *User Data* name in the output queue has been changed from TCRCLD2 to TCRCLDGRID

_ CSLDEXC_A	KAREN	TCRCLD2	HLD	1	1	8X11
_ BEGIN_A	KAREN	TCRCLD2	HLD	11	1	8X11
_ NEWFILE_A	KAREN	TCRCLD2	HLD	3	1	8X11
_ REOPEN_A	KAREN	TCRCLD2	HLD	2	1	8X11
_ DISPO_A	KAREN	TCRCLD2	HLD	7	1	8X11
_ CASELOAD	KAREN	TCRCLDGRID	HLD	3	1	8X11

System – Caseload Exception List

- Two *Notes* on the Exception List have been changed

Current: NOTE-Cases Filed Previous QTR-Different Case
            Type
**New: NOTE-Dispo counted as changed case type;
              manually fix filing case type**

Current: NOTE-Case Type changed during reporting period
**New: NOTE-Case type changed during reporting
              period and counted as changed**

System – Purge System Calculations

- Initial menu will display system information
- You will notice a slight delay when you sign on

```
Purge Current Traffic/Criminal and/or Civil Files
     █  Pre-List  (Count Only)
     _  Pre-List by Case Number (Includes Count)
     _  Purge

  _  Reproduce Purge Indices from Previous Purge Run

  _  Copy Purge ROA's and/or Indices to Microfiche Tape

  _  Purge History

  _  Purge Bond & T/A            System space . . . . . :  206.1 G
                                 % system space used . :  66.4001
  _  Purge Abstracts            % DCS space used . . . :  0.08

  _  Purge FAC/FCJ/FCPV
```

System – Purge Days Increased

```
                    TRAFFIC & CRIMINAL
Sel
'X'   Case Types              Number of Days        Range of Days
 _    OI & SI  Traffic CI         _____             365 - 9999
 _    ON & SN  Non-Traff CI       _____             365 - 9999
 _    OT & ST  Traffic Misd       _____             365 - 9999
 _    OM & SM  Non-Traff Misd     _____             365 - 9999
 _    OK & SK  Parking            _____             365 - 9999
 _    FY & FT  Felony             _____             365 - 9999
 _    EX       Extradition        _____             365 - 9999

                        CIVIL
Sel                    Number of Days
'X'   Case Types       Dis    Jge    Other          Range of Days
 _    SC      Sm Claims _____ _____ _____         365 - 9999
 _    GC      Gen Civil _____ _____ _____         365 - 9999
 _    GZ      Misc Civil_____ _____ _____         365 - 9999
 _    LT & SP Land/Summ _____ _____ _____         365 - 9999
```

- Minimum number of days has been increased to 365

System – Purge Days Increased

```
                FAC/FCJ/FCPV File Purge

   Select the number of DAYS SINCE sent to the Secretary of State;
   FAC/FCJ/FCPV records you want to retain on the computer.

   It is recommended to keep at least 1 year (366 days).
   The Minimum accepted is 6 months (180 days).


   Purge Xmitted FAC/FCJ/FCPV  1366     180 - 9999 days


NOTE: FAC/FCJ/FCPV will NOT be purged if Case is open or has a balance due.
```

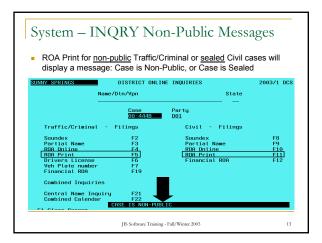- Increased delete days field from 3 to 4 digits for abstract and FAC purge selections

---

System – Purge Reports

- Standardized the FAC purge report headings
  - Matches the FAC Case List headings
  - Removed Pty (D01) and FAC SEQ

- Added an Abstract Purge Report

System – INQRY Non-Public Messages

- ROA Print for <u>non-public</u> Traffic/Criminal or <u>sealed</u> Civil cases will display a message: Case is Non-Public, or Case is Sealed

```
SUNNY SPRINGS          DISTRICT ONLINE INQUIRIES          2003/1 DCS
                 Name/Dln/Vpn                    State
                 _____       __

                          Case        Party
                          00-444B     D01
        Traffic/Criminal  -  Filings        Civil  -  Filings

        Soundex              F2          Soundex              F8
        Partial Name         F3          Partial Name         F9
        ROA Online           F4          ROA Online           F10
        ROA Print            F5          ROA Print            F11
        Drivers License      F6          Financial ROA        F12
        Veh Plate number     F7
        Financial ROA        F19

        Combined Inquiries

        Central Name Inquiry  F21
        Combined Calendar     F22
                              CASE IS NON-PUBLIC
        F1 Clear Screen
```

System – SOS Code File

If you have not done this yet…

- In the SOS Code File, add an end date of 9/29/03 to codes 1000, 1015, 1100 and 1110. End dates were added by JIS in the Fee Bill Software Update to codes 1010 and 1020.

- In your statute file, add an end date of 9/29/03 to all charge codes using the above SOS codes

- You may want to use report generator to identify any charges entered after 9/29/03 that reference expired codes and correct them accordingly

---

System – SOS Code File

```
                                          10/26/03  14:53:45
                    SOS Code File Inquiry & Update
                            Begin    End
Code: 1000      CODE Effective:  _____    92903

Vehicle Type: _    (Blank, C=Commercial, ___ umobile, W=Watercraft, O=ORV)
Offense Type: A    (Blank, A=Alcohol, D=D__  M=MIP, S=Speeding
                    P=Parking, H=Handicap __ king)
Description:
DUIL _____

                Begin      End
Abstract  :  X
Audit Abs :  X    10192    _____
FAC       :  X    _____   _____
FCJ       :  X    _____   _____
FCPV      :
14D       :  X    _____   123191
NNC       :  X    10192
Susp/Rest :  X             93099    Last Chgd: 10/26/2003  Chgd By: KARENA

  Enter-Inquiry  F1-Clear Screen  F2-Add  F3-Update  F23-Delete
  F24-Previous Menu  Roll-Page
```
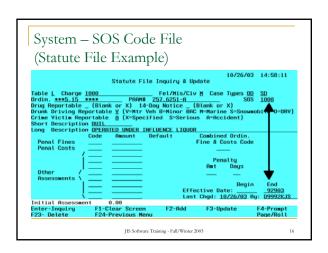
System – SOS Code File
(Statute File Example)

```
                                        10/26/03  14:58:11
                    Statute File Inquiry & Update

Table L  Charge 1000                  Fel/Mis/Civ M  Case Types OD  SD
Ordin. ***5.15  ****          PAAM# 257.6251-A              SOS  1000
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable V (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable  A (X=Specified S=Serious A=Accident)
Short Description QUIL
Long  Description OPERATED UNDER INFLUENCE LIQUOR
                Code    Amount    Default        Combined Ordin.
  Penal Fines    ___    _____                  Fine & Costs Code
  Penal Costs    ___    _____                      ___    _____

                                                  Penalty
  Other          ___    _____                    Amt    Days
  Assessments \  ___    _____                     ___    ____
              \  ___    _____
              \  ___    _____                Begin     End
                                       Effective Date: _____   92903
                                       Last Chgd: 10/26/03 By: D9992KJS
Initial Assessment      0.00
Enter-Inquiry      F1-Clear Screen      F2-Add        F3-Update      F4-Prompt
F23- Delete        F24-Previous Menu                                 Page/Roll
```

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System – Identify Expired Codes

```
SUNNY SPRINGS          REPORT GENERATION SELECTION    10/26/03  12:37:54
 Title CHARGES ENTERED WITH EXPIRED SOS CODES
P Case Number    _____           _ PIN Number    _____
P Name           _____           _ Address
P Case Type      _ _ _ _           _ Victim/Desc
_ Status         _ _ _ _           P Offense Date  093003 - _____
_ PO Judge       ____              _ Offense Time  ___ - __
_ Judge of Record ____             _ Issue Date    ___ - __
_ Venue          __                _ Birthdate
_ Phone Number   ____              _ Authorize Dt       Enter
_ Driver License _____           _ DLN State      __   current
_ Attorney       ____              _ Entry Date     ____  date
_ Prosecutor     ____              _ Vehicle Type   __ - _ here
_ Agency #1      ____              _ Agency #2      ____
_ Officer #1     ____              _ Officer #2     ____
_ Accident/Injury _                _ Plate# /Year   _____
_ Zip Code       ____              _ Plate# State   __
_ Original Charge _____            _ Current Charge _____
P Original SOS   AA  ___ ___ ___   P Current SOS   ___ ___ ___
_ Original Att/Cons/Sol  _         _ Current Att/Cons/Sol  _
_ Total F & C    _____ - _____ _ Balance Due    _____ - _____
_ Civ/Misd/Fel   _                 _ Filing Date    _____ - _____
_ CCW # _____
 F24-Previous Menu        Page/Roll              Help
```

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Traffic/Criminal & Probation Module – Part One

TC Case Entry – Batch DLN   NEW!

- Requirements
  - SOS access
  - Call 800-572-1116 – JIS Operations to activate feature
    - For each court location, Operations will need the printer name where DLN responses will print (one printer per court)

- Security
  - Access to CAS or RPT screens = ability to request batch DLN records

---

TC– Batch DLN - CAS Screen

```
SUNNY SPRINGS          Traffic / Criminal Case Entry          Status PEND
Court 2 Case 03-0424I  Pty D01  Same Incident _  Filing Date _10202_
Offense Date _10102_ Time _900_ A   DLN MI C263989438924  Sex F  DOB 121239
        Name CUNNINGHAM/ROSEMARY/JUNE            Race U   SID 234382984
      Street 1234 BAD OAKS DRIVE          Apt 3B    CTN/TCN 342989489301
        City SOUTHFIELD     State MI  Zip 48234  Phone 248 - 9898443
      Charge S1000           A/C/S _ Case Type SD   X-Ref 9892098493
       Speed Charged/Allowed/Energy __ / __ / __  Accident Type I
   Officer # 81      Agency 496    Venue 1            PIN 989209R493
2nd Officer # _____  Agency _____  ROA _  Label _  Abstract _  SOS-Inquiry X
```

TC– Batch DLN - RPT Screen

```
SUNNY SPRINGS        TRAFFIC/CRIMINAL ONLINE REPORT/REQUESTS
Court 2
Delete & Add: NTAD NTAA NTAB FLB LBL ROAF ROA DLN
 Delete Only:  DFJ FDN FAC NNC WAM WAN ABS          -------- Court --------
Del Case     Pty Rpt Cnt Clk  Name               Date   Time  Code Judge
"D"
_ 00-444B    D01 ABS  _3 KJS ABBE/JEROME/PAUL JR   ____ ____ _ ____ _____
_ 03-0424I   D01 DLN  ___ KJS CUNNINGHAM/ROSEMARY/JU ____ ____ _ ____ _____
_ 03-0424X   D01 ROA  _1 LT  LUMAS/HELEN/         ____ ____ _ ____ _____
_ 03-0929A   D01 FLB  ___ D1  HARRIS/JAMES/PAUL    ____ ____ _ ____ _____
_ 03-0929A   D01 FLB  ___ D1  HARRIS/JAMES/PAUL    ____ ____ _ ____ _____
_ 03-0929A   D01 FLB  ___ D1  HARRIS/JAMES/PAUL    ____ ____ _ ____ _____
_ 03-0929A   D01 NTAD ___ D1  HARRIS/JAMES/PAUL    101003 _200_ P AJ02 12345
_ 03-0929A   D01 NTAB _1 D1  HARRIS/JAMES/PAUL    100603 _900_ A AJ01 12345
_ 03-0929A   D01 ROAF ___ D1  HARRIS/JAMES/PAUL    ____ ____ _ ____ _____
_ 03-1201    D01 ABS  ___ KJS HOFFMAN/ALEXANDER/JAME ____ ____ _ ____ _____
_ 03-0945    D01 DLN  ___
```

TC Case Entry – Batch DLN

- How It Works
  - A MI DLN request is made on CAS or RPT screen
  - The request is for an "overnight" lookup
  - Responses print at 8:15 a.m. the day following the request (according to *your* AS/400's clock)
  - Responses print and then go to a SAV status but are not archived
  - DLN # submitted is the last DLN entered on the case
  - SOS inquiry request is not allowed on case entry if error exists in Name/DLN/DOB

TC Case Entry – Batch DLN

- Result of Request

  - A complete driving record (unedited)
  - Each DLN response prints on a separate page
  - The header has the clerk's initials in the upper right corner
  - The SOS response date and time is printed below the header
  - The file name in the output queue is DLN_BATCH

TC Case Entry – Batch DLN

TC – New Proceeding Codes

- **POAW   Arraignment Waived**
  - Updates the arraignment date field on the case

- **POBW   Arraignment on Bench Warrant Held**
  - Does not update arraignment date field on the case

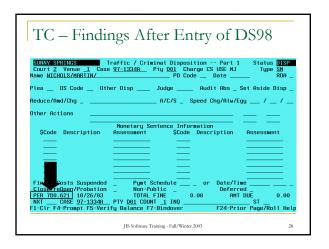- **POEV   Evidentiary Hearing Held**

TC – New Disposition Code (DS98)
Conviction Set Aside Pursuant to 780.621

- Use this code when a conviction is set aside pursuant to MCL 780.621
- Must be count specific on the hop line
- Charge must be disposed
- Entry of DS98 has no impact on caseload
- Only valid for misdemeanor offenses
- Enter a 'Y' in the non-public field on the DSP screen to make the case non public

---

TC – New Disposition Code DS98

TC – Findings After Entry of DS98

```
SUNNY SPRINGS        Traffic / Criminal Disposition -- Part 1    Status DISP
Court 2  Venue _1  Case 97-1334A   Pty DO1  Charge CS USE MJ      Type SM
Name NICHOLS/MARTIN/            PD Code __  Date _____         ROA _

Plea __  DS Code __  Other Disp ____  Judge _____  Audit Abs _ Set Aside Disp _

Reduce/Amd/Chg _  _____ A/C/S _  Speed Chg/Alw/Egy ___ / __ / __

Other Actions      _____  ___  ___
                   _____  ___  ___
                       Monetary Sentence Information
   $Code  Description   Assessment      $Code  Description      Assessment
   ____                 _____       ____                   _____
   ____                 _____       ____                   _____
   ____                 _____       ____                   _____
   ____                 _____       ____                   _____
   ____                 _____       ____                   _____
   ____                 _____       ____                   _____
   ____                 _____       ____                   _____
 Fine Costs Suspended  _    Pymt Schedule ___ _ or  Date/Time ___ ___ _
 Close/reOpen/Probation _    Non-Public _          Deferred _
 PER 780.621 10/26/03        TOTAL FINE     0.00       AMT DUE      0.00
 NXT ___ CASE 97-1334A  PTY DO1 COUNT _1 INQ _        ST __
 F1-Clr F4-Prompt F5-Verify Balance F7-Bindover        F24-Prior Page/Roll Help
```

TC – Findings After Entry of DS98

```
 Court 2  Case 97-1334A    Pty DO1  Charge CS USE MJ    Type SM  Status DISP
 Name NICHOLS/MARTIN/                                            Non-Public

 OFFICER:

 PROSECUTOR: MARCUS,MARTIN B.,              P-34234
 VICTIM/DESC:

 COUNT  1 C/M/F: M 333740420               PARM#333.740420
 CONTROLLED SUBSTANCE USE OF MARIHUANA
 ARRAIGNMENT DATE:  02/02/94     PLEA:    PLEAD GUILTY  PLEA DATE: 02/02/94
 FINDINGS:  PER 780.621   DISPOSITION DATE: 10/26/03
 SENTENCING DATE:
      FINE      COST ST.COST   CON    MISC.     REST   TOT FINE    TOT DUE
      0.00      0.00   0.00    0.00    0.00     0.00     0.00       0.00
      JAIL SENTENCE:          PROBATION:
   VEH IMMOB START DATE:      NUMBER OF DAYS:      VEH FORFEITURE:

 10/26/03
    1  PROCEEDING HELD        CS USE MJ                          KJS
       JDG  CROCKETT,GEORGE W.,                     P-12345      KJS
       CONVICTION SET ASIDE PURSUANT TO 780.621                  KJS
       CASE MADE NON-PUBLIC                                      KJS
       ORDER TO SET ASIDE CONVICTION GENERATED                   KJS
          ***** END OF REGISTER OF ACTIONS ***** 11/18/03 10:32
```
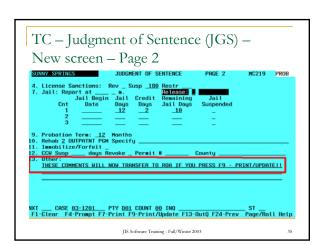

Traffic/Criminal & Probation Module – Part Two

TC – Forms

- To view or print most current version of SCAO approved forms, go to:

  courts.michigan.gov/scao/courtforms

TC – Judgment of Sentence (JGS)– Current screen – Page 1

```
SOUTHFIELD-CURRENT      JUDGMENT OF SENTENCE            MC219   PROB
Court 2  Case 03-1201    Pty D01  Charge            Type SD
Name HOFFMAN/ALEXANDER/JAMES JR        Police Incident No. 03-1143543
Date Signed  102703    Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of  STATE OF MICHIGAN      COMMITTED X  AMENDED _  Conditional? X
1. Dispo Date 100103  2. Def Atty Bar #: ____
4. Sanctions:  Rev _ Susp ____ Restr ___ 5. HIV Tested _ 6. Fingerprinted _
7. Jail: Cnt _1  Begin Date/Time: 000000 / 0000 _      Release: _
   Suspended _  Jail Days  _12  Credit Days  __2  Remaining Jail Days  _10
8. Pay: Deduct SOS? _  SOS Assessed _____  SOS Due _____
Cnt    Fine    Costs     Rest     Atty  CrmVic  DNA  Forensic Other     Total
 1  _300.00  _145.00  _____  _____  50.00  _____  _____  240.00   735.00
 3  _90.00  _135.00  _____  _____  _____  _____  _____         225.00
 4  100.00  _140.00  _____  _____  _____  _____  _____  90.00   330.00
   Paymnt Due  10104 or ___ days jail, begin _____  Balance Due  __1290.00
9. Prob. Term: __6  Months  10. Rehab 0
  Specify _____  11. Immobil/Forefeit _
12. CCW Susp ____ days Revoke _ Permit # _____  County _____
Other: _____
       _____
       _____
NXT ___ CASE 03-1201 ___ PTY D01 COUNT 00 INQ _____ ST __
F1-Clear    F4-Prompt    F9-Print    F24-Prev    F13-OutQ    Page/Roll    Help
```

TC – Judgment of Sentence (JGS) – Current screen – Page 2

```
SOUTHFIELD-CURRENT      JUDGMENT OF SENTENCE      PAGE 2     MC219   PROB


                    Jail Begin   Jail    Credit   Remaining
   Count  Suspended     Date     Days    Days     Jail Days
   ____      _       _____      ___     ___      ___

   ____      _       _____      ___     ___      ___




NXT ___ CASE _____ PTY ___ COUNT 00 INQ _____ ST __
F1-Clear      F9-Print    F24-Prev    F13-OutQ    Page/Roll    Help
```

TC – Judgment of Sentence (JGS) – New screen – Page 1

```
SUNNY SPRINGS              JUDGMENT OF SENTENCE              MC219  PROB
Court 2  Case 03-1201   Pty D01  Charge          Type SD
Name HOFFMAN/ALEXANDER/JAMES JR          Police Incident No. 03-1143543
Date Signed  102703    Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of  STATE OF MICHIGAN          COMMITTED X  AMENDED _  Conditional? X

Cnt  Crime
 _1   OPERATING WHILE INTOXICATED
 _3   RECKLESS DRIVING
 _4   VIOL OF LICENSE RESTRICTIONS

1. Dispo Date 100103  2. Def Atty Bar #: _____
5. HIV testing/sex offender registration complete _
6. Has been fingerprinted _
8. Pay:              Deduct SOS? _  SOS Assessed _____  SOS Due _____
Cnt   Fine    Costs    Rest    Atty  CrmVic  DNA  Forensic Other    Total
 1  300.00  145.00  _____  50.00  _____  ____  _____  240.00   735.00
 3   90.00  135.00  _____  _____  _____  ____  _____  _____    225.00
 4  100.00  140.00  _____  _____  _____  ____  _____   90.00   330.00
     Payment Due  10104 or ___ days jail, begin _____  Balance Due  1290.00


NXT ___ CASE 03-1201 __ PTY D01 COUNT 00 INQ _____  ST __
 F1-Clear   F7-Print   F9-Print/Update  F24-Prev  F13-OutQ  Page/Roll   Help
```

TC – Judgment of Sentence (JGS) – New screen – Page 2

```
SUNNY SPRINGS              JUDGMENT OF SENTENCE     PAGE 2    MC219  PROB
4. License Sanctions:  Rev _  Susp _180  Restr _
7. Jail: Report at _____ _m.          Release: █
            Jail Begin  Jail  Credit  Remaining    Jail
      Cnt      Date     Days   Days   Jail Days  Suspended
       1       _____     12     _2       _10         _
       2       _____     __     __       __          _
       3       _____     __     __       __          _

9. Probation Term:  12  Months _____
10. Rehab 2 OUTPAINT PGM Specify _____
11. Immobilize/Forfeit _
12. CCW Susp ____ days Revoke _  Permit # _____  County _____
3. Other:
   THESE COMMENTS WILL NOW TRANSFER TO ROA IF YOU PRESS F9 - PRINT/UPDATE!!
   _____
   _____


NXT ___ CASE 03-1201 __ PTY D01 COUNT 00 INQ _____  ST __
 F1-Clear  F4-Prompt  F7-Print  F9-Print/Update  F13-OutQ  F24-Prev  Page/Roll  Help
```

TC – Judgment of Sentence (JGS) – New screen – Changes to Counts

```
SUNNY SPRINGS              JUDGMENT OF SENTENCE              MC219  PROB
Court 2  Case 03-1201   Pty D01  Charge          Type SD
Name HOFFMAN/ALEXANDER/JAMES JR          Police Incident No. 03-1143543
Date Signed  102703    Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of  STATE OF MICHIGAN          COMMITTED X  AMENDED _  Conditional? X

Cnt  Crime
 _1   OPERATING WHILE INTOXICATED
 _2   DROVE WHILE LICENSE SUSP/REV/DENIED
 _3   RECKLESS DRIVING

1. Dispo Date 100103  2. Def Atty Bar #: _____
5. HIV testing/sex offender registration complete _
6. Has been fingerprinted _
8. Pay:              Deduct SOS? _  SOS Assessed _____  SOS Due _____
Cnt   Fine    Costs    Rest    Atty  CrmVic  DNA  Forensic Other    Total
 1  300.00  145.00  _____  50.00  _____  ____  _____  240.00   735.00
 2                                                                  .00
 3   90.00  135.00  _____  _____  _____  ____  _____  _____    225.00
     Payment Due  10104 or ___ days jail, begin _____  Balance Due   960.00
                  VERIFY INFORMATION BEFORE PRINTING
NXT ___ CASE 03-1201 __ PTY D01 COUNT 00 INQ _____  ST __
 F1-Clear   F7-Print   F9-Print/Update  F24-Prev  F13-OutQ  Page/Roll   Help
```

Change count numbers and press enter; bottom portion of screen will display same counts as top portion.

TC – Judgment of Sentence (JGS) – Screen Changes

- Up to three charges will be displayed when count field is "00"
  - Will not automatically display:
    - Diversion dispo codes (41, 42, 43, 44, 45, 46, 47)
    - Undisposed charges
    - Dismissed charges

  You may add/change count numbers on screen to display these charges.

TC – Judgment of Sentence (JGS)– Screen Changes

- F7 –Print added: Will print form, write comment to ROA that form has been generated
- F9 – Print/Update: Will print form, write comment to ROA that form has been generated, write comments to ROA
  - Note: The last comment that is on the screen when you exit JGS is the one that writes to the ROA.

TC – Judgment of Sentence (JGS)– Changes to ROA


```
11/26/03
      JUDGMENT OF SENTENCE GENERATED                         BKD
                          1-OPER/INTOX                       BKD
     Judgment printed for
     Counts 1, 2 and 3        2-DWLS                          BKD
                          3-RECKLESS DRV                      BKD

11/26/03
   1  JUDGMENT OF SENTENCE GENERATED        Judgment printed
                                             for Count 1 only
                       CS POSS MJ                             BKD
```

TC – Judgment of Sentence (MC219)– Current form

```
THE COURT FINDS:
1. Defendant was found guilty on  OCT.  1, 2003 of the crime(s) as stated belo
---------------------------------------------------------------
      CONVICTED BY                        CHARGE CODE(S)
CNT PLEA* COURT JURY        CRIME        MCL CITATION/PACC COD
 1    G    _   _   OPERATING WHILE INTOXICATED       257.6251
 3    G    _   _   RECKLESS DRIVING                  257.626
 4    G    _   _  VIOL OF LICENSE RESTRICTIONS       257.312
---------------------------------------------------------------
  *Plea:insert G for guilty plea; NC for nolo contendere; MI for mentally ill
```

TC - Judgment of Sentence (MC219)– New Form

```
THE COURT FINDS:
1. Defendant was found guilty on  OCT.  1, 2003 of the crime(s) as stated belo
---------------------------------------------------------------
      CONVICTED BY  DISMISS                 CHARGE CODE(S)
CNT PLEA* COURT JURY  BY*      CRIME        MCL CITATION/PAC
 1    G    _   _    _   OPERATING WHILE INTOXICATED    257.6251
 2    _    _   _    D   DROVE WHILE LICENSE SUSP/REV/DENIED 257.9041B
 3    G    _   _    _   RECKLESS DRIVING               257.626
---------------------------------------------------------------
  *Plea:insert G for guilty plea; NC for nolo contendere; MI for mentally ill
  *Dismissed:insert D for by court or NP for by prosecutor/plaintiff.
```

TC – Order on Application to Set Aside Conviction (SAC) Screen

```
SUNNY SPRINGS       ORDER ON APPLICATION TO SET ASIDE CONVICTION MC228  CLSD
Court 2 Case 97-0102      Pty D01  Charge ASSAULT AGGR  Type SM
Police Report No.  97-44144-P
Name FILAN/JOHN/MARTIN
Date Signed  102503    Bar No: 12345  Judge  GEORGE W. CROCKETT III
The People of  STATE OF MICHIGAN

THE COURT FINDS:
 2.The applicant _ has X has not  been convicted....
 3.The conviction _ is X is not  a traffic offense....
 4.It X has _ has not  been five years since....
 5.An opportunity X has _ has not  been given to the....
 6.Circumstances and behavior of the applicant X do _ do not....

IT IS ORDERED:
 _ 7.The application is denied
 X 8.The conviction in this case is set aside. Under MCL 780.623....


NXT ___ CASE 97-0102 ___ PTY D01 COUNT _1 INQ C_____  ST _
  F1-Clear Screen       F9-Print      F13-OutQ     F24-Previous Menu
```

TC – Order on Application to Set Aside Conviction (SAC) Screen

- Both options for items 2 through 6 cannot be selected at the same time.
- Options 7 and 8 cannot be selected at the same time.
- Note will be written to ROA that form was generated.
- Generation of the form will not place a case in non-public status.
- Form available in both AFP and 8x11.

TC – Order on Application to Set Aside Conviction – Example of ROA

```
10/25/03
   1  ORDER TO SET ASIDE CONVICTION GENERATED
                              ASSAULT AGGR                        BKD
             ***** END OF REGISTER OF ACTIONS ***** 10/25/03 15:51
```

TC – Motion, Affidavit and Bench Warrant (PBW) – Current screen

```
PRV1 SOFTWARE       T/C PETITION, AFFIDAVIT, AND BENCH WARRANT  MC229  PEND
Court O  Case 03-0728P1B  Pty D01  Charge DWLS          Type ST
Name SMITH/SALLY/B
  Date Signed: 102703       Bar No: 12345 Judge   GEORGE W. CROCKETT III
  Police Report No.   03-7841A      Petitioner
      People of      STATE OF MICHIGAN      Conditional (Page 1) _
PETITION & AFFIDAVIT Name SMITH/SALLY/B
   _ Fail to Appear         _ Other Reasons      _ Probation Revocation
          Reasons


DWLS          APRIL  1, 2003
  BENCH WARRANT
          Name      SMITH/SALLY/B
          Address

          Race      U  UNKNOWN         Sex E   FEMALE
          DLN       S39029389450   EL  DOB 04 / 20 / 1958
          Bond Amt  S                    (MM / DD / YYYY)

NXT ___ CASE 03-0728P1B PTY D01 COUNT A1 IND _____ ST __
F1-Clear Screen F7-Print only F9-Print/Update status F13-OutQ F24-Previous Menu
```

TC – Motion, Affidavit and Bench Warrant (PBW) – New screen

TC – Motion, Affidavit and Bench Warrant (PBW) Screen Changes

- Field for Probation Revocation has been removed. (Use new Probation Violation form MC246)

TC – Motion, Affidavit and Bench Warrant (PBW) Screen Changes

- F7-Print: Will print form only, note will be made on ROA that form was generated, no reasons will be written
- F9-Print/Update status: Remains the same – will print form, write reasons to ROA and update status to warrant.
- F10–Print/Update: New function key! Will print form and write reasons to the ROA. Status will not be updated.

TC – Motion and Order to Show Cause (SCS) – Current Screen

```
PRV1 SOFTWARE          MOTION & ORDER TO SHOW CAUSE        MC230  DISP
Court 0  Case 00-1001    Pty D01  Charge OWI          Type SD
Name SCANDELIO/MARTIN/A
Date signed _102503_ Bar No.: 12345  Judge  GEORGE W. CROCKETT III

Appearance Date: _111303_   Time:  _0200_ P        Conditional (Page 1) X
AT:  X the court address above     _ courtroom number _____
     _ other _____
I am interested in this matter as _____
Motion to show cause why:
     _ your probation should not be revoked
Order to show cause why:
     _ you should not be held in  _ civil  _ criminal contempt of court
     _ a judgment should not be entered against you
     _ your case should not be dismissed
     _ other _____
For the following reasons:        Has not complied with order dated 011100
_____
_____
_____
Served: _ Personally   _ By Mail    ___ days before hearing
NXT ___ CASE 00-1001___ PTY D01 COUNT _1 INQ R_____ ST ___
F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
```

TC – Motion and Order to Show Cause (SCS) –New Screen

```
JIS                    MOTION & ORDER TO SHOW CAUSE        MC230  PEND
Court 0  Case 03-1233    Pty D01  Charge OPER/INTOX     Type SD
Name SMOTHERS/LESLIE/LOU
Date signed _102503_ Bar No.: 12345  Judge  GEORGE W. CROCKETT III

Appearance Date: _111803_   Time:  _0300_ P        Conditional (Page 1) X
AT:  X the court address above     _ courtroom number _____
     _ other _____
I am interested in this matter as _____
Motion to show cause why: Judgment should not enter for...
     _ full amount of recognizance    _ failure to file disclosure
Order to show cause why:
     _ you should not be held in  _ civil  _ criminal contempt of court
     _ a judgment should not be entered against you
     _ your case should not be dismissed
     _ other _____
For the following reasons:        Has not complied with order dated 000000
_____
_____
_____
Served: _ Personally   _ By Mail    ___ days before hearing
NXT ___ CASE 03-1233___ PTY D01 COUNT _1 INQ C_____ ST __
F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
```

TC – Motion and Order to Show Cause (MC230) – New Form

```
-----------------------------------     -----------------------------------
Plaintiff                           |   |Defendant/Probationer
People of STATE OF MICHIGAN         | V |SMOTHERS/LESLIE/LOU
-----------------------------------     -----------------------------------

               -----------------------
              |-----------------------|
1. I am interested in this matter as _____.
2. SMOTHERS/LESLIE/LOU
   has not complied with an order dated _____ by failing to:
3. I request an order directing _____ to show
   cause why:
   (_) a. s/he should not be found in (_) civil  (_) criminal contempt of court.
   (_) b. judgment should not be entered against him/her (as surety/agent) for
          the full amount of recognizance.
   (_) c. judgment should not be entered against him/her for failure to file a
          garnishee disclosure.
```

TC – Order for Immobilization – (MC267) – Current Form

IT IS ORDERED: |_____|
3. The defendant shall have:
   _ a. himself/herself and the vehicle immobilized through tether technology
   _ b. the above described vehicle immobilized by use of any available means
       that locks the ignition, wheels, or steering of the vehicle or
       otherwise prevents the defendant from operating the vehicle.
4. This order shall be satisfied at the expense and risk of the owner,
   co-owner, lessee, or co-lessee for ___ days starting _____ unles
   otherwise ordered by the court.
   If the vehicle is not immobilized by the above start date, the vehicle is
   subject to impoundment by any law enforcement officer in the state until
   further order of the court.
   _ 5. Other:

TC – Order for Immobilization – (MC267) – New Form

IT IS ORDERED: |_____|
3. The defendant shall have:
   _ a. himself/herself and the vehicle immobilized through tether technology
   _ b. the above described vehicle immobilized by use of any available means
       that locks the ignition, wheels, or steering of the vehicle or
       otherwise prevents the defendant from operating the vehicle.
4. Unless otherwise ordered, sale of the vehicle to a non-family member, with
   proof of sale to the court, satisfies the immmobilization requirement.
5. This order shall be satisfied at the expense and risk of the owner,
   co-owner, lessee, or co-lessee for ___ days starting _____ unles
   otherwise ordered by the court.
   If the vehicle is not immobilized by the above start date, the vehicle is
   subject to impoundment by any law enforcement officer in the state until
   further order of the court.
   _ 6. Other:

TC – New Form Available – 6/03 Version

- Order on Application to Set Aside Conviction (MC228) (SAC)

TC - Forms Updated to 6/03 Version

- Motion, Affidavit and Bench Warrant (MC229)
- Motion and Order to Show Cause (MC230)
- Order for Fingerprints (MC233)
  - Magistrate bar # may now be entered on screen and will print on form.
- Removal of Entry from LEIN (MC239)
  - Remove MSA reference at bottom of form.

TC - Forms Updated to 6/03 Version

- Order for Pretrial Release/Custody (MC240)
  - Change in title of form
  - Change in wording of Bond Condition #12
  - Bond form (MC241) updated to 10/03 version – minor wording change in "Bond Deposited by Defendant" section

TC - Forms Updated to 6/03 Version

- Order of Acquittal (MC262)
  - Verbiage at bottom of form changed from "Michigan State Police Central Records Division" to "Michigan State Police Criminal Justice Information Center"
- Order of Nolle Pros (MC263)
  - Verbiage at bottom of form changed from "Michigan State Police Central Records Division" to "Michigan State Police Criminal Justice Information Center"
- Order for Immobilization (MC267)

TC - Form Updated to 9/03 Version

- Judgment of Sentence (MC219)

TC – Inquiry Screens - PIN

TC – Inquiry Screens - PIN

TC – Inquiry Screens - PIN

- To access PIN Inquiry screen, Enter PIN in NXT field and the PIN number in the INQ field. The exact PIN number must be entered to find a match.

```
NXT PIN CASE _____  PTY __  COUNT _  INQ 03-2039MSP_____  ST _
```

TC – Inquiry Screens – PIN

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
         Name            Case/Pty/Type Cnts    Charge        Amt Due   Sts
1 SMOTHERS/LESLIE/LOU     03-1233    01 SD 03 OPER/INTOX         .00 PEND
2 SMITH/MARK/JOHN         03-1234    01 ST 01 RECKLESS DRV       .00 PEND
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
NXT PIN CASE _____  PTY ___  COUNT _  INQ 03-2039MSP_____  ST _
      F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

TC – Inquiry Screens – 2nd View

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0                                              Offense
         Name            DOB        DLN        VPN   Date      Address
1 CLAYPOOL/NORMAN/S       4/14/49                    10/04/00 9954 WHIPPLE
2 CROSS/SARAH/HARRIETT   11/24/59 C890298594039 654JJK 3/01/00 8912 BELL
3 DEATER/WILLIAM/H       12/29/68           543NJI  10/02/00 432 YALE ROAD
4 DOEHR/DOREEN/DARLENE    6/12/69 D928989409885 234NJI 7/01/01 1234 ANY STREET
5 DOKTOR/SAMUEL/HARRIS   11/24/39 D890298594039 654JJK 3/01/00 8912 BELL
6 DOKTOR/SAMUEL/HARRIS   11/24/39 D890298594039 654JJK 3/01/00 8912 BELL
7 DOOLEY/TOM/                                       6/03/03
8 DUHANE/MARK/KENNEDY    11/25/64 D500585465901 712JJK 9/29/00 432 WEBSTER DRI
9 EDMONDS/EDGAR/ERNEST    4/15/03 E891293890921 Y88323 4/01/01 8812 NAPSTER
10 EDMONDS/EDGAR/ERNEST   4/15/03 E891293890921 Y88323 7/01/01 8812 NAPSTER
11 EDMONDS/EDGAR/ERNEST   4/15/03 E891293890921 Y88323 7/01/01 8812 NAPSTER
12 E       RANCIS/                                   10/02/03
13       S/ALLAN          4/12/49 F589430894235      11/01/00 543 INKSTER
14  Place INIS/ALLAN      4/12/49 F589430894235      11/01/00 543 INKSTER
15 cursor Y/STUART        11/15/75 G164809777876     10/10/00 543 WISNER
16 on line: /ANTHONY/P    4/14/49                    10/02/00 90345 INKSTER
17   F4    /ANTHONY/P     4/14/49 G2393049208        10/02/00 90345 INKSTER
N       v3-1234__  PTY ___  COUNT 00 INQ C_____  ST _
F4-Prompt  F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

TC – Inquiry Screens – Prompt Window - Current Screen

```
PRV1 SOFTWARE          TRAFFIC / CRIMINAL INQUIRY

Name  FOLSEN/HORBART/              DOB:  1/11/66

Case No.    Charge         Amt Due
97-15       ENGY SPEED        50.00
97-16       DEFECT EQUIP     122.00
97-17       SAFETY BELT       98.00
97-18       NO PRF INSUR     332.00
97-19       REG ON PRSON     104.00
97-20       DUIL              45.00




              Total Due    751.00

  F9-Print   F24-Previous Menu   Page/Roll
```

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TC – Inquiry Screens – Prompt Window - New Screen

```
Name  EDMONDS/EDGAR/               DOB:  4/15/03

Case No.    Charge        Assessments    Balance Due
01-2123     DUIL             360.00         160.00
01-2124     FL DSPLY LIC     170.00         120.00
01-2125     DWLS              95.00          95.00


        Now displays
          amount
        assessed and
         balance due


         Total                     Total
       Assessments   625.00   Due      375.00

  F9-Print   F24-Previous Menu   Page/Roll
```

JIS Software Training - Fall/Winter 2003   65

TC – Inquiry Screens – 3rd View

```
JIS                 TRAFFIC / CRIMINAL INQUIRY
Court 0                   Next    Next   Next              DLRF
             Name         Date    Time   Judge   Action    Susp
 1 CLAYPOOL/NORMAN/S
 2 CROSS/SARAH/HARRIETTE
 3 DEATER/WILLIAM/H                                          X
 4 DOEHR/DOREEN/DARLENE   9/10/03              SCHED TO PAY
 5 DOKTOR/SAMUEL/HARRIS
 6 DOKTOR/SAMUEL/HARRIS                                      X
 7 DOOLEY/TOM/
 8 DUHANE/MARK/KENNEDY
 9 EDMONDS/EDGAR/ERNEST III 10/10/03          SCHED TO PAY
10 EDMONDS/EDGAR/ERNEST III                                 X
11 EDMONDS/EDGAR/ERNEST III                                 X
12 FARMER/FRANCIS/        10/14/03            DUE DATE
13 FRANK/DENNIS/ALLAN
14 FRANK/DENNIS/ALLAN     9/01/03             SCHED TO PAY   X
15 GABRIEL/TY/STUART
16 GALBRAITH/ANTHONY/P    10/15/03  2:00 PM  222  SHOWCAUSE
17 GALBRAITH/ANTHONY/P    10/01/03            SCHED TO PAY   X

NXT TAM CASE 03-1234___ PTY ___ COUNT 00 INQ C_____ ST __

        F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

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TC - Inquiry Screen Changes

- New inquiry option for Police Identification Number (PIN) added to menu
- After prompting from second view of inquiry screen, window will display total amount assessed as well as balance due.
- New field has been added on third view of inquiry screen to show if a defendant's driver license is suspended for that case.

TC – Financial ROA – Screen Example

TC – FAC Update

- When DLN number or state is changed on the FAC screen, the change will also be made to the case.

TC - Batch Reports

```
SUNNY SPRINGS      State Court Administrative Office
                     Traffic/Criminal Daily Reports
                          Todays Date 10/27/03
Alp Num
  _   _  ROAs              _ BKD
  _   _  Labels            _ BKD        These reports will still go to
  _   _  Postcard NTAs     _ BKD        system default outq

  _   _  Daily Date Generated Notices
                                                            Date Range
              TRUST and AGENCY REPORTS
  _     Account Activity                              102703 - _____
  _     Check Register                                102703 - _____

        Bond      _ Open   _ Closed   _ Part Paid     _____ - _____
        Rest      _ Open   _ Closed   _ Part Paid     _____ - _____
        Trust     _ Open   _ Closed   _ Part Paid     _____ - _____
  _     T/A Type  _ Open   _ Closed   _ Part Paid     _____ - _____

  _     Summary Totals  _ _ _ _ _ _ _ _ _            _____ - _____
        Pending Open Bonds List
                                                            MORE ...
F24-Previous Menu  Page/Roll  Help
```

TC - Batch Reports

```
SUNNY SPRINGS      State Court Administrative Office
                     Traffic/Criminal As Required Reports
                          Todays Date 10/27/03
                                                     Date Range
Alp Num
  _   _  Alcohol Report                        _____ - _____
  _   _  Appealed List
  _   _  Attorney Case List
  _     CCW Report                             _____ - _____
  _     Case Index
  _     Caseage Report              All of these
  _     Caseload Report   Qtr _ Year  reports will  _____ - _____
  _     Crime Victim Rights Report   now print at   _____ - _____
  _   _  Disposed List              your outq       _____ - _____
  _   _  Drunk/Drug New Cases                        _____ - _____
  _     Expired Activity Date
  _   _  FAC, WAR List
  _   _  Non-Public Case List                  _____
        Time Guideline Report

                                                     MORE ...
F24-Previous Menu  Page/Roll  Help
```

TC - Batch Reports

- Reports will now go to user's default outq instead of the system default outq
- This does not affect ROAs, Labels, Postcard NTAs, or Daily Date Generated Notices

TC – Statute File Changes

- You can now reuse charge codes.

- Use this function to change descriptions, case types, amount assessed, notices, etc.

- To access Statute File, Choose Option 3 from Traffic/Criminal Subsystem (Code File Update), and then enter an X by Statute File.

TC – Statute File Changes – Example - Change a Charge from Misd to CI – Step 1

TC – Statute File Changes – Example - Change a Charge from Misd to CI – Step 2

TC – Statute File Changes – Example - Change in SOS Code – Step 1

TC – Statute File Changes – Example - Change in SOS Code – Step 2

TC – Statute File Changes – Example – Definition change – Step 1

TC – Statute File Changes – Example – Definition Change – Step 2

TC – Statute File Changes – Example – Change in Assessments – Step 1

TC – Statute File Changes – Example – Change in Assessments – Step 2

TC – Statute File Changes – Example of Prompt Window

```
                 Statute Selection by Charge Number
Position to: 2001                   Statute Type: L
1=Select  2=Change  4=Delete  5=Display
   +-Future charge  *-Expired charge
Opt Charge              Long Desc
_  * L 2001-10              SPEEDING 1-10 OVER THE LIMIT
_    L 2001-10              SPEEDING 1-10 OVER THE LIMIT
_  + L 2001-10              SPEEDING 1-10 OVER THE LIMIT
_    L 20011-15             SPEEDING 11-15 OVER THE LIMIT
_    L 20016-20             SPEEDING 16-20 OVER THE LIMIT
_    L 20021-25             SPEEDING 21-25 OVER THE LIMIT
                                                  More..
F6-Add       F7-Alt Seq     F24-Exit            Page/Roll
```

TC - Statute File Changes

- Must use begin and end dates that don't overlap.
- System will look at date of offense when determining which code to use.

Traffic/Criminal/Probation Other Enhancements

- **Scheduling** (SCH and PRB) – Added ability to '99' a case from the calendar if all or a portion of the day has previously been blocked off

- **Warrant Notice Form** (WAN) – the run date will print in the Issue Date field

- **Expired Activity Report** – now has column to indicate if the case is in probation status

PROB – New Violation Form available

PROB – Probation Violation and Order (VIO) screen

PROB – Probation Violation and Order (VIO) screen

- F7-Print: Will print form only. Note will be made on ROA that form was generated, and whether it was generated for Summons or Bench Warrant.
- F9-Print/Update/Status: Will print form, write reasons in Motion & Affidavit to ROA, and change status to Warranted. Only available if Bench Warrant filed is "X"d.

PROB – Probation Violation and Order (VIO) screen

- F10-Print/Update: Will print form and write reasons in Motion & Affidavit to ROA. Note will be made on ROA whether form was generated for Summons or Bench Warrant.

PROB – Order of Probation (ORD)– Current screen

PROB – Order of Probation (ORD)– New screen

PROB – Order of Probation (ORD)– Current form

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any changes of address or employment status.

{ }Total amount due shall be paid in installments of $_____ per _____ starting on _____ and paid in full by the due date on the judgment of sentence unless otherwise ordered. _____

6. Pay the following:
   Fine........ $ 450.0
   Costs....... $ 245.0
   Restitution. $
   Crime Victim $ 50.0
   Supervision. $ 240.0
   DNA Sample.. $
   Forensic Fee $
   Other....... $
   TOTAL...... $ 985.0

PROB – Order of Probation (ORD)– New form

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.

{ }Total amount due shall be paid in installments of $_____ per _____ starting on _____ and paid in full by the due date on the

6. Pay the following:
   Fine........ $ 615.0
   Costs....... $ 236.0
   Restitution. $
   Crime Victim $ 50.0
   Supervision. $ 240.0
   St Min Costs $ 85.0
   Other....... $
   TOTAL...... $ 1226.0

Prob - Forms Updated to 9/03 Version

- Order of Probation (DC243)

  - Changes made in Paragraph #6

  - Verbiage at bottom of form changed from "Michigan State Police Central Records Division" to "Michigan State Police Criminal Justice Information Center"

Cash Module

Cash Updates

- Reconstruct Window
- Warning if closing case in Probation Status
- Cash Assessment Adjustment Report
  - Uses system date, not proceeding date
- Cash Adjustment Report
  - When voiding a receipt, the comment will write to the report
- Cash Report Generator

Cash Reconstruct Window

```
HAPPY VILLAGE    State Court Administrative Office     PRT08
                                                       Cash Printer
                       Cash Subsystem

   Select one of the following:

        ┌──────────────────────────────────────────┐
        │        -- DATA BASE CERTIFICATION --      │
        │                                            │
        │                                            │
        │    MULTI: D194377-D194377; PAYMENT MISSING!│
        │    10/26/03        !!FAILED CERTIFICATION!!│
        │    !! MULTI-RECEIPT RECONSTRUCTION REQUIRED│
        │                                            │
        │                                            │
        │              Press ENTER to continue       │
        └──────────────────────────────────────────┘
F24-Previous Menu
                              2003
```

Cash Probation Status Warning

```
PASSWD ▮  PoCode MN  Case 03-1006A-3  Div T   Pty D01   Type SM  Status PROB
Count _1 ASSAULT/BATR _  Name LOONEY/LANDON/LEE
Warning: case has balance due              CASE IN PROBATION STATUS
Plea __  Disp __  Judge _____  Opn/Cl ▮  Nxt Pymt _____  ROA? _ PoRate 102603
Comment _____
                                          REMEMBER!
Bond posting:  Actn __  Name _____   It's only a
BOND PAYDOWN:  Receipt# _____ Date ____   message - not a
Actn __  Amount _____ Chk#1 _____  Name _____
Actn __  Amount _____ Chk#2 _____  Name _____

Venue _1  Lst Receipt _____        Balance ____200.00
                               Bal All Cts ____550.00
    TYPE   BALANCE   AMT.PAID     TYPE   BALANCE   AMT.PAID
    PBOF ___200.00 _____       ____ _____ _____
    ____ _____ _____        ____ _____ _____
    ____ _____ _____        ____ _____ _____
    ____ _____ _____        ____ _____ _____

                                          Amt.Due:

Roll-Page
F1-Cash Menu  F6-Multi Rcpt  F12-Paum  F7-Finc Roa  F4-Mod Assm  Help
```

Cash Report Generator Menu

```
HAPPY VILLAGE        State Court Administrative Office   10/27/03  10:38:37
              CASH REPORT GENERATOR MENU



           1. Cash



              Enter Option       1

              Retrieve Reports ??  _




F24-Previous Menu                         Help
```

```
HAPPY VILLAGE        CASH REPORT GENERATION SELECTION 10/27/03  09:22:57
  Title _____
                    Receipt Information
  _ Receipt #     _____ - _____      _ Register    __ __ __
  _ Receipt Date  _____ - _____      _ Drawer      _
  _ Cash                             _ Cashier     __ __ __
  _ Check #       _____          _ Division    __ __
  _ Other         _____          _ Venue       __ __ __
  _ ATM Card      _____          _ Voids & Rerings
  _ Credit Card   _____
                 Assessment/Payment Information
  _ Assessment Date _____ - _____    _ Payment Date _____ - _____
  _ Amount _____ - _____
  _ Cash Code
  _ No Pymt Since _____           _ Bal Due _____ - _____
                                  _ Balance as of _____
              Traffic/Criminal & Civil Case Information
  _ Case No.    _____          _ Filing Date  _____ - _____
  _ Name                           _ Close Date   _____ - _____
  _ Case Type   __ __ __ __        _ Civil Judge  _____
  _ Status      __ __ __ __

   F24-Previous Menu          Page/Roll          Help
```

```
HAPPY VILLAGE         CASH REPORT GENERATION SELECTION 10/27/03  10:35:26
                              Traffic/Criminal
                              Case Information
  _ PO Judge      ____           _ Offense Date   ____ - ____
  _ Judge of Record ____         _ Vehicle Type   __ __ __
  _ Next Judge    ____           _ Agency         ____
                                 _ Officer        _____
  _ Next Date     ____ - ____    _ Next Action    ___ ___ ___ ___


                              Charge Information
  _ Original Charge _____    _ Current Charge _____
  _ Original SOS    ___ ___ ___       _ Current SOS    ___ ___ ___
  _ Original Att/Cons/Sol  _          _ Current Att/Cons/Sol  _
  _ Civ/Misd/Fel           _
  _ Disposed Date   ____ - ____       _ Disposed Code  __ __ __
  _ Sentence Date   ____ - ____

                              Detail Information
  _ Event Date     ____ - ____        _ Event Code  ___ ___ ___ ___
  _ Event Clerk    ____

  F24-Previous Menu         Page/Roll              Help
```

Cash Selection Criteria

Field Name	Print/Wild	Select/Wild	Sort 1-9	P	S	X	B	O	A
Receipt #	Y	Y	Y	Y	Y				
Receipt Date			Y	Y	Y				Or
Register			Y	Y	Y				
Cashier			Y	Y	Y				
Drawer			Y	Y	Y				
Venue			Y	Y	Y				
Check #	Y	Y	Y	Y	Y	Y	Y		
Division			Y	Y	Y	Y	Y		
Credit Card #	Y	Y	Y	Y	Y	Y	Y		
Voids & Rerings			Y	Y		Y			
ATM Card #	Y	Y	Y	Y	Y	Y	Y		
Cash			Y	Y	Y	Y	Y		
Other			Y	Y	Y	Y	Y		
Assmnt/Pay Amount			Y	Y	Y				
Payment Date			Y	Y	Y	Y	Y		Or
Assessment Date			Y	Y	Y				Or
Cash Code			Y	Y	Y	Y	Y	Y	Y
No Payment Since			Y	Y	Y	Y	Y		
Balance Due			Y	Y	Y	Y	Y		

Field Name	Print/Wild	Select/Wild	Sort 1-9	P	S	X	B	O	A
Case Number	Y	Y	Y	Y	Y				
Filing Date			Y	Y	Y				
Name			Y	Y					
Close Date			Y	Y	Y	Y	Y		
Case Type			Y	Y	Y				
Judge			Y	Y	Y	Y	Y		
Status			Y	Y	Y				
PO Judge			Y	Y	Y	Y	Y		
Offense Date			Y	Y	Y				
Judge of Record			Y	Y	Y	Y	Y		
Vehicle Type	Y	Y	Y	Y	Y	Y	Y		
Next Judge			Y	Y	Y	Y	Y		

Field Name	Print/Wild	Select/Wild	Sort 1-9	P	S	X	B	O	A
Agency			Y	Y	Y	Y	Y		
Officer			Y	Y	Y	Y	Y		
Next Date			Y	Y	Y	Y	Y		
Next Action			Y	Y	Y	Y	Y		
Original Charge	Y	Y	Y	Y	Y				
Current Charge	Y	Y	Y	Y	Y				
Original SOS	Y	Y	Y	Y	Y	Y	Y		
Current SOS	Y	Y	Y	Y	Y	Y	Y		
Original Att/Cons/Sol			Y	Y	Y	Y	Y		
Current/Att/Cons/Sol			Y	Y	Y	Y	Y		
Civ/Misd/Fel			Y	Y	Y				
Disposed Date			Y	Y	Y	Y	Y		
Disposed Code			Y	Y	Y	Y	Y		
Sentence Date			Y	Y	Y	Y	Y		
Event Date			Y	Y	Y				
Event Code			Y	Y	Y				Y

P =   Select and Print a given field

S =   Select, but won't print a column

1-9 = Sort and print the data in any order, up to 9 different ways

X =   Include only those cases that have data in that field

O =   Omit cases where the database fields match the selected criteria. Selection fields must be entered when using an "O"

B =   Print and include cases where that database field is blank or zero. Cannot enter data in selection fields on the screen; won't print a column.

A =   Print and include only those cases that have all the indicated "code(s)"(this AND that code). Is also used in the date range fields to indicate OR (this date or that date).

Wildcarding

The purpose of wildcarding is narrow the search for specific purposes. It allows the user to create reports for specific purposes, i.e. all alcohol offenses or only alcohol offense issued in 2003.

FIELD NAME	WILDCARD	EXAMPLE
Receipt #	*	D25*
Check #	*	15*
Credit Card #	*	Visa* or 449*
ATM Card	*	225*
Case Number	*	03*
Original/Current Charge	*	333*
Original/Current SOS	AA	AA in code field (all alcohol offenses)
Vehicle Type	TR	TR in type field (all truck type vehicles)

Requirements:

- Report must have at least one field selected in <u>either</u> Receipt or Assessment/Payment Information section

Things to Note:

- <u>Division</u> field will help you limit your search for particular types of receipts. i.e. Traffic/Criminal, Civil or Miscellaneous

- 'O' in front of the Cash Code field will allow you to exclude from your report a particular cash code. (This might be used if you do not want bonds, restitution or trust & agency receipts.)

Continue Notes:

- **Terminology:**

  Void = Original receipt

  Voided = is the receipt that actually voided the original receipt

  Re-Ring = the new original receipt

- **Unless Voids & Re-rings are selected you will not see the void or voided receipts. (The re-rings are included when the "Receipt" field is selected.)**

Continue Notes:

- **To get a report that includes all assessments vs all payments for a particular cash code (i.e.. MFAT): Select Assessment Date AND Payment Date, along with the cash code of MFAT. (see sample)**

- **If you select Receipt Date and Assessment Date the search would only include assessments that were made through the cash screen**

More Notes!

- **There is no difference in Receipt Date and Payment Date fields except when selecting Assessment Date**

- **Cash Code field: If selected the Summary Totals will be printed at the bottom of the report (Individual Total and Grand Total).**

Select the Print Order

- **Select Printing Order screen allows you to control in what order the fields will be printed across the report. Leave blank or change the order by placing a number in the blank in front of the field name. (Any field without a number will go to the bottom of the list or last on the report)**

Selecting Print Order

```
WYOMING              CASH REPORT GENERATION SELECTION 10/26/03  18:44:54
                         Select printing order
                      or press enter to continue

     1   Case Number
     3   Amount
    _4   Payment Date
    _2   Venue




F24-Previous Menu                              Help
```

OOH the Print Options!

- **8 x 11 - 7 columns across, 10 characters per column and 50 detail lines**
- **14 x 11 Standard - 7 columns across, 15 characters per column and 50 detail lines**
- **11 x 8 Landscape - 10 columns across, 15 characters per column and 63 detail lines (new feature)**

```
                    Cash Report Generator

      X   Save Report ?   Enter Report Name    PAYMENTS VS ASSESSMT

                    _    Number of Spaces ?

                    _    8 x 11
                    _    14 x 11 Standard
                    _    11 x 8 Landscape

                    _    Summary Only ?




F24 Previous Menu
```

Sample Generator #1

```
WYOMING                    CASH REPORT GENERATION SELECTION 10/26/03  18:26:08
Title MFAT ASSESSMENTS & PAYMENTS 1/1/03 - 6/30/03
                            Receipt Information
_ Receipt #       _____ - _____      _ Register      __ __ __ __
_ Receipt Date    _____ - _____      _ Drawer        _
_ Cash                                  _ Cashier       __ __ __ __
_ Check #         _____            _ Division      __ __
_ Other                                 _ Venue         __ __ __ __
_ ATM Card        _____       _ Voids & Rerings
_ Credit Card     _____
                        Assessment/Payment Information
P Assessment Date 010103 - 063003       P Payment Date  010103 - 063003
P Amount       _____ - _____
S Cash Code       MFAT  __ __ __ __  __ __ __ __
_ No Pymt Since _____                  _ Bal Due  _____ - _____
                                        _ Balance as of _____
                    Traffic/Criminal & Civil Case Information
P Case No.        _____            _ Filing Date    _____ - _____
_ Name            _____            _ Close Date     _____ - _____
_ Case Type       __ __ __ __           _ Civil Judge    _____
_ Status          __ __ __ __

   F24-Previous Menu          Page/Roll              Help
```
2003

Sample of Results

```
                          2650 DEHOOP AVENUE, SW
                          WYOMING            MI 49509
                       MFAT ASSESSMENTS & PAYMENTS 1/1/03 - 6/30/03
ASSMNT DT - 10103- 63003  PAYMNT DT - 10103- 63003  CASH CODE -MFAT
CASE NO.       ASSMNT DT      ASSMNT AMT    PAYMNT DT     PAYMNT AMT
03MD0577       4/22/2003         80.00
03MD0577                                    5/02/2003         80.00
03CM1119       6/09/2003         87.50
03CM1178       5/07/2003         80.00
03FY0608       5/22/2003        250.00
03FY1128       6/13/2003        255.00
03FY1795       5/22/2003        255.00
              NUMBER OF RECORDS      59
TRAFFIC/CRIMINAL   CODE     ASSESSMENT      PAYMENT
              MFAT          5,602.50        2,400.66
   GRAND TOTAL          ASSESSMENT          PAYMENT
                        5,602.50            2,400.66
              ASSESSMENT TOTAL             5,602.50
              PAYMENT TOTAL                2,400.66
                                                              Bottom
```
2003

Sample Generator #2

```
CORUNNA                    CASH REPORT GENERATION SELECTION 10/27/03  14:06:16
Title MYOR COLLECTED VENUE 01/01/02 -12/31/02
                            Receipt Information
_ Receipt #       _____ - _____      _ Register      __ __ __ __
_ Receipt Date    _____ - _____      _ Drawer
_ Cash                                  _ Cashier       __ __ __ __
_ Check #         _____            _ Division
_ Other           _____            S Venue         12  __ __ __ __
_ ATM Card        _____       _ Voids & Rerings
_ Credit Card     _____
                        Assessment/Payment Information
_ Assessment Date _____ - _____       P Payment Date  10102 - 123102
P Amount       _____ - _____
S Cash Code       MYOR
_ No Pymt Since _____                  _ Bal Due  _____ - _____
                                        _ Balance as of _____
                    Traffic/Criminal & Civil Case Information
P Case No.        _____            _ Filing Date    _____ - _____
_ Name            _____            _ Close Date     _____ - _____
P Case Type       __ __ __ __           _ Civil Judge    _____
_ Status          __ __ __ __

   F24-Previous Menu          Page/Roll              Help
```

Sample of Results

```
                          MYOR COLLECTED VENUE 12   01/01/02 - 12/31/02
  VENUE -  11       PAYMNT DT - 80102- 93002  CASH CODE -MYOR
CASE NO.        CASE TYPE    PAYMNT DT       PAYMNT AMT
01-VE-793       OD           6/28/2002         30.00
01-VE-793       OD           9/25/2002        300.00
02-VE-136       OD           9/04/2002         70.00
02-VE-157A      OT           9/30/2002         91.00
02-VE-322       OT           6/29/2002        116.00
02-VE-403       OT           8/26/2002        141.00
02-1068         OI           8/29/2002         56.00
02VE3526A       OT           8/02/2002         31.00
02VE3526B       OI           8/02/2002        106.00
02VE3526C       OT           8/02/2002        111.00
02VE3534        OI           8/19/2002         51.00
02VE3535A       OI           8/16/2002         51.00
02VE3536        OI           8/19/2002         51.00
02VE3537        OI           8/13/2002         51.00
02VE3542        OI           9/03/2002         51.00
02VE3554        OI           8/16/2002         51.00
```

Sample Generator #3

```
WYOMING                CASH REPORT GENERATION SELECTION 10/26/03  08:51:46
Title CI FINES COLLECTED BY POLICE AGENCY - 2002
                          Receipt Information
_ Receipt #      _____ - _____      _ Register     __ __ __ __
_ Receipt Date   _____ - _____      _ Drawer       _
_ Cash                                 _ Cashier      __ __ __ __
_ Check #        _____            _ Division     __ __
_ Other          _____            _ Venue        __ __ __ __
_ ATM Card       _____      _ Voids & Rerings
_ Credit Card    _____
                      Assessment/Payment Information
_ Assessment Date _____ - _____      P Payment Date  10102 - 123102
P Amount       _____ - _____
_ Cash Code    __ __ __ __ __ __ __ __ __ __ __
_ No Pymt Since _____                 _ Bal Due  _____ - _____
                                       _ Balance as of _____
              Traffic/Criminal & Civil Case Information
P Case No.                             _ Filing Date   _____ - _____
_ Name                                 _ Close Date    _____ - _____
P Case Type    OI SI __ __             _ Civil Judge   _____
_ Status       __ __ __ __

F24-Previous Menu         Page/Roll              Help
```

Sample 3 (pg 2)

```
WYOMING                CASH REPORT GENERATION SELECTION 10/27/03  13:59:43
                            Traffic/Criminal
                            Case Information
_ PO Judge        _____           _ Offense Date  _____ - _____
_ Judge of Record _____           _ Vehicle Type  __ __ __ __
_ Next Judge      _____           P Agency        034
                                   _ Officer        _____
_ Next Date     _____ - _____    _ Next Action   __ __ __ __

                            Charge Information
_ Original Charge _____   _ Current Charge _____
_ Original SOS    __ __ __ __      _ Current SOS    __ __ __ __
_ Original Att/Cons/Sol  _         _ Current Att/Cons/Sol  _
_ Civ/Misd/Fel
_ Disposed Date   _____ - _____  _ Disposed Code __ __ __ __
_ Sentence Date   _____ - _____

                            Detail Information
_ Event Date      _____ - _____  _ Event Code __ __ __ __
_ Event Clerk     _____

F24-Previous Menu         Page/Roll              Help
```

Sample of Results

```
                              2650 DEHOOP AVENUE, SW
                                 WYOMING        MI 49509
                       CI FINES COLLECTED BY POLICE AGENCY - 2002
CASE TYPE - OI SI    PAYMNT DT - 10102-123102
CASE NO.      PAYMNT DT    PAYMNT AMT   CASE TYPE      AGENCY
02496366      4/15/2002       50.00     OI             834
02496388      6/23/2002      132.00     OI             834
02496390      5/15/2002      105.00     OI             834
02496393      5/22/2002       95.00     OI             834
02496395      5/10/2002       95.00     OI             834
02496396      5/14/2002       95.00     OI             834
02496398      5/17/2002      100.00     OI             834
02496403A     6/10/2002       10.00     OI             834
02496403A    11/04/2002       60.00     OI             834
02496403A    11/15/2002       72.00     OI             834
02496408      5/07/2002      100.00     OI             834
02496409      4/30/2002      100.00     OI             834
02496410      5/01/2002      100.00     OI             834
02496413      5/24/2002      105.00     OI             834
                                                                    More...
99458238      5/10/2002       30.00     OI             834
99458238      6/12/2002       60.00     OI             834
             NUMBER OF RECORDS    12798
             PAYMENT TOTAL               990,558.69
                                                                    Bottom
```

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No Payments Since ?

```
WYOMING              CASH REPORT GENERATION SELECTION 10/27/03  13:36:51
 Title NO PAYMENT SINCE 6/30/03 PROBATION STATUS
                        Receipt Information
 _ Receipt #      _____ - _____      _ Register      __ __ _
 _ Receipt Date   _____ - _____        _ Drawer        _
 _ Cash                                  _ Cashier       __ __ __ _
 _ Check #         _____            _ Division      __
 _ Other           _____            _ Venue         __ __ __ _
 _ ATM Card        _____            _ Voids & Rerings
 _ Credit Card
                   Assessment/Payment Information
 _ Assessment Date _____ - _____        _ Payment Date  _____ - _____
 _ Amount          _____ - __
 _ Cash Code       _____  __ __ __ __    __ __ __ __ __
 P No Pymt Since   63003                 _ Bal Due _____ - _____
                                         _ Balance as of
               Traffic/Criminal & Civil Case Information
 P Case No.        _____            _ Filing Date   _____ - _____
 _ Name                                  _ Close Date    _____ - _____
 _ Case Type       __ __ __              _ Civil Judge   _____
 S Status          P __ __ __

 F24-Previous Menu          Page/Roll              Help
```

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Sample of Results

```
RUN DATE: 10/26/03              62-A DISTRICT COURT                    PAGE  1
                                2650 DEHOOP AVENUE, SW
                                WYOMING        MI 49509
                                NO PAYMENT SINCE 6/30/03
   STATUS - P         NO $ SINCE- 63003
CASE NO.      LAST PYMT     BALANCE DUE
01CM3023      3/04/2003        635.00
01CM5229      4/07/2003         80.00
01CM5887      9/06/2002        228.00
01CM6311     11/16/2001        100.00
00CD6663      3/05/2003        600.00
99CM6945      6/17/2002        544.88
99SD7569      8/28/2002
             NUMBER OF RECORDS      437
             BALANCE DUE               133,953.05
                                                                    Bottom
```

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Any More Questions?

Cash - Miscellaneous Program Changes & Corrections

- Ability to request cash reports for a time period greater than 12 months
- System will remove a 14-Day notice request if closing a case through cash module
- Screen messages updated

Civil Module Enhancements

Civil – "Next Judge" – Action Screen

- It is now possible to schedule events for a judge or magistrate not assigned to the case

- Enter the bar # of the "next judge/magistrate" in the bar # field on the schedule line

- The bar # field is now protected whenever the event code is a scheduling code; if you omitted the "next judge", delete the line and re-enter.

Civil – "Next Judge" – Action Screen

Civil – "Next Judge" – Forms & List

- Next Judge will print on:

  - Attorney Case List
  - NTA
  - Certified Mailers

Civil – Miscellaneous Enhancements

- **ROA**
  - Added attorney bar # to the right of the attorney name in the body of the ROA
- **Alternate Name Code** added for agent (AGT)
- **Report Generator**
  - Added ability to delete multiple reports from the saved report screen at the same time
  - Added ability to select new Agent alternate name code of AGT
- **Action Screen** - new message is displayed when entering ACFZZ (action filed to close case) and there is an open garnishment

---

Civil – Forms Updated to 6/03 Version

- Default, Application, Entry, Affidavit (MC07)
  - Added language in #4 ..evidence <u>of indebtedness</u>
- Judgment, Civil (MC10)
  - Added 'No Cause of Action' option
  - Change to Plaintiff / Defendant boxes
- Motion, Affidavit and Bench Warrant (MC229)
  - Removed 'Probation Revocation' from form
- Motion and Order to Show Cause (MC230)
  - Removed 'Probation Revocation from item 3b
  - Item 3b replaced with 'Judgment..amount of recognizance'
  - Item 3c added: 'Judgment..failure to file a garnishee disclosure'

Civil – Screen Changes – Civil Judgment Current Screen

Civil – Screen Changes – Civil Judgment New Screen


```
SUNNY SPRINGS          CIVIL JUDGMENT              MC10  CLSD
Court 2  Case 03-0001     Type GC  File Date  3/01/02
P01 JOHNSON/MARY/                  D01 NICHOLS/BETTY/
_  JUDGMENT:              Defendant NICHOLS/BETTY/
For                       Against
_ After trial _ Consent       _ Summary Disposition _ Default
_ Dismissal  _ Without prejudice _ With prejudice   _ No cause of action
ORDER OF JUDGMENT
Damages   Interest   Costs    - Other costs -   Judgment

_ Note filed for cancellation
_ Approved as to form, notice of entry waived.
  Other: _____
         _____
         _____
         _____

Date Signed: 102903   Bar No:  12345 Judge: GEORGE W. CROCKETT III
                              Clerk: KAREN STREVEL
NOTE: Erase "Bar No." to print the "Clerk" name
NXT ___ CASE 03-0001   PTY D01 GARN __ NAME _____
  F1-Clear Screen    F9-Print    F13-OutQ    F24-Previous Menu    Help
```

Civil – Screen Changes – PBW screen

- Field for Probation Revocation has been removed
- F7-Print remains the same – will print form only, no reasons written to ROA
- F9-Print/Update/Sts – will print form, write reasons to ROA, and update the status to warrant
- F10-Print/Update has been added. Use F10 to print the form and write reasons to the ROA. Status will not be updated.

Civil – Screen Changes – PBW screen Screen Example


```
SUNNY SPRINGS      CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT   MC229  PEND
Court 2  Case 03-0012A   Pty D01              Type GC
P01 WILLOWCREEK APARTMENTS//        D01 PARKER/JANICE/
Date Signed: 102503   Judge No:  12345 Judge   GEORGE W. CROCKETT III
Police Report No. _____            Conditional (Page 1) _
     Plaintiff        WILLOWCREEK APARTMENTS//
MOTION & AFFIDAVIT   Name PARKER/JANICE/
_ Fail to Appear        _ Other Reasons
     Reasons

BENCH WARRANT
     Name        PARKER/JANICE/
     Alt Name
     Address     543 OAK DRIVE           New Function
     City        FARMINGTON               Key F10
     Race        _
     OLN
     Bond Amt    $

NXT ___ CASE 03-0012A   PTY D01 GARN 00 NAME P
F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev
```

Civil – Screen Changes – SCS screen

- Updated form to 6/03 version – 8x11 and AFP

- Valid only for judge's signature

- 'You should not be held in <u>X</u> civil __criminal contempt…' used to check both the 'Motion" and 'Order' section. With the new screen, you must mark all fields that apply.

- Motion options have changed

Civil – Screen Changes – SCS screen – Current Screen Example

Civil – Screen Changes – SCS screen – New Screen Example

Miscellaneous Program Changes & Corrections

Civil - Miscellaneous Program Changes & Corrections

- Civil ROA
  - Corrected to only retrieve bonds posted in the civil division
- Garnishment Screen - prompt on Garnishee fixed
- Civil Default corrected to calculate correctly when time is extended on the Action screen
- Civil Dismissal corrected so that only one copy of a dismissal will print if specific party is designated in Party field. You may press F9 multiple times to print multiple copies. If "ALL" is specified in Party field, one copy of the dismissal will print for each party, and one copy with the primary plaintiff and primary defendant will print for the court file.

Civil - Miscellaneous Program Changes & Corrections

- Civil Report Generator Corrections:
  - When multiple event codes are selected on the Party Information Screen and they are both found in the same event date range, it was only printing the first code correctly. The second line printed for the second found event, but only printed case information, no event information.
  - Case entitlement will now only print once for each case number, not for each party on the case.
  - Program will no longer abort when using alternate name code option 'O' followed by 'DBA'
  - When selecting specific codes using either the 'S' or 'P' options but not using all four code fields, cases with no alternate names were included in the report.

TC - Miscellaneous Program Changes & Corrections

- Abstract Screen:
  - Trial field will be updated with a 'B' for bench trial if there is a sentence date and the disposition is a Directed Verdict; updated with an 'M' for merit dismissal. These values only appear on alcohol or repeat offender abstracts.
  - Corrected the missing OSN or DLN values in the USE field for out-of-state driver on a forfeiture abstract.
- Bond Forfeiture Tickler - changed F3 to F23 to delete
- Defendant History Inquiry – DOB will now display and match correctly
- T/C ROA
  - Bond History heading will display and print again
  - PIN # field was not clearing when you stayed within the program, causing a PIN from a previous case to display on the next ROA accessed

---

TC - Miscellaneous Program Changes & Corrections

- EJD/MJD/CJD/Screens–TCN and OCA fields have been added .
- Ticket Upload- *New Case # Prefix* field has been increased from 2 to 4 characters.
- Disposition
  - 14 day and NNC notices will be deleted from the RPT screen when case is closed on DSP
  - Problem corrected where penalty field was being updated when you stayed within the DSP screen. In this scenario, if the penalty had been assessed on the first case and you hopped to the next case which did not have a penalty yet, the second case penalty field was incorrectly updated and a penalty would not generate.
  - DS49 'Directed Verdict' has not, and does not, create a request for an abstract. A new message will display when DS49 is entered. In some situations, a request for an abstract will be necessary on the SCH screen.
  - When alcohol case is dismissed, hop to RLF screen

Please Note

- Screen examples contained in this slideshow may not represent the same codes used in your court. Substitute your codes where appropriate. When in doubt, contact JIS for clarification.

Questions?

Where to Get More Information

- Email: dcsHelpDesk@courts.mi.gov
  - Phone (800) 572 -1116
  - Fax (248) 352-8715
- User Manuals (new manuals in 2004)
- Sandi Hartnell – (517) 373-7498
- Peggy Leece – (810) 760-2961
- JIS Website in 2004
  http://courts.michigan.gov/scao/services/jis/jis.htm
- Latest version of court forms:
  http://courts.michigan.gov/scao/courtforms